

EMPLOYEE FAMILY AND MEDICAL LEAVE

Eligible employees will be provided with up to 12 weeks of family and medical leave per year as required by the Family and Medical Leave Act of 1993 ("FMLA"). A year is defined as beginning 1 July and ending 30 June. Family and medical leave is available for the following purposes: (1) the birth of a son or daughter and to care for a newborn child; (2) for placement with the employee of a son or daughter for adoption or foster care; (3) to care for an employee's spouse, son, daughter or parent with a serious health condition and (4) because of a serious health condition that makes the employee unable to perform the function of the employee's job. For purpose of this article, the terms "spouse", "parent", and "son or daughter", and "serious health condition" shall have the same meaning as defined by the FMLA and its regulations.

In addition, an employee is entitled to twenty-six (26) weeks of unpaid family and medical leave to care for a family service member (military caregiver) with a serious injury or illness and twelve (12) weeks of unpaid family and medical leave (exigency leave) when a family member is called to active duty or on call to active duty status.

The district reserves the right to designate any leave that is taken for one of the purposes set forth above as FMLA even if the employee requesting leave does not designate the leave as family and medical leave. Furthermore, any employee on family and medical leave is required to also use, substitute and exhaust any eligible paid leave that is otherwise available to the employee, including, but not limited to sick, personal and vacation leaves. Any family and medical leave in excess of the available paid leave shall be unpaid. Employees requesting family and medical leave must provide medical certification in support of the request to the extent and in the manner required by FMLA. Employees eligible for FMLA must comply with family and medical leave administrative rules prior to starting family and medical leave.

Links:

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

[WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)

[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)

[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 Designation Notice \(PDF\)](#)

[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)

[WH-385 Certification for Serious Injury or Illness of Covered Service member -- for Military Family Leave \(PDF\)](#)

Legal Reference:

[29 U.S.C. §§ 2601 et seq.](#)

[29 C.F.R. § 825.](#)

[Iowa Code §§ 20; 85; 216; 279.40.](#)

[Whitney v. Rural Ind. School District](#), 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 409.2 Licensed Employee Personal Illness Leave
 409.8 Licensed Employee Unpaid Leave
 414.3 Classified Employee Family and Medical Leave

Approved: [Mar. 14, 1994, Feb.18, 2019, Feb. 19, 2024](#)

Reviewed: [Aug. 24, 2005, Sept. 14, 2009, Apr. 5, 2013, Jan.21, 2019, Jan. 16, 2024](#)

Revised: [Oct. 12, 2009, Jan.21, 2019, Jan. 16, 2024](#)